

## GETTING PAID!

**Pay Period: 1/15/2023 to 1/28/2023**

**Pay Date: 2/7/2023**



**Payroll Adjustments:**

Friday, January 27, 5:00 pm

**Timesheets Will Be Locked:**

Monday, January 30, 5:00 pm

**Submit Direct Deposit or Tax Changes by:**

Monday, January 30, 5:00 pm

### “Do it Daily”

Please update or check timesheet errors/missing punches frequently. As little as 15 minutes a day can save everyone time at the end of the pay period

### W-2s

**W-2s will be available electronically the week of 1/9/2023 and will be mailed to all associates who selected a paper copy before 1/31/2023.**

### Tax Withholding “Checkup” Links

The following websites are helpful in identifying any changes that you may need to make to your payroll tax withholdings. It is recommended that you check your set up yearly or anytime that you have changes in your income or the number of dependents that you have.

- Federal withholdings: <https://www.irs.gov/individuals/tax-withholding-estimator>
- Maryland withholdings: <https://interactive.marylandtaxes.gov/business/calculators/WHCalc2020.asp>

### Direct Deposits and Tax Withholding Changes:

All tax and banking changes can be done in your “Profile”. Log into Dayforce with your Y Google account at: <http://sso.dayforcehcm.com/ymaryland>. Please submit at least one week prior to our deposit date.

### PTO and SICK Balances:

Go to the Time Away area in Dayforce or you can view balances from the Balance tab in your Timesheet.

**Please let us know if we can assist you in any way by contacting  
[Payroll@ymaryland.org](mailto:Payroll@ymaryland.org).**